

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of the:

Committee #4

Recycling/Computerization/Building/Intergovernmental Services

Will be held **Tuesday, September 19, 2017 at 5:15 pm in the City Hall Council Chambers, 30 West Central Street, Chippewa Falls, WI.**

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. Discuss draft Building Usage Policy and Rental Agreement for the Chippewa Falls Fire Department. Possible recommendations to Council.
2. Adjournment

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

Please note that attachments to this agenda may not be final and are subject to change.
This agenda may be amended as it is reviewed.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on September 14, 2017 at 12:45 pm by BNG.



**CITY OF CHIPPEWA FALLS FACILITY USAGE
- FIRE DEPARTMENT -**



BUILDING USAGE POLICY AND RENTAL AGREEMENT

The City of Chippewa Falls and the undersigned hereby agree to the following terms and conditions for usage/rental of space.

1. Reservations and Information:

- Available up to 3 months in advance on a first come/first serve basis.
- May be renewed year after year as long as a new agreement is filled out, signed and the appropriate deposit placed at the time of renewal.

2. Availability:

- Scheduled City functions will have priority for use of any City Community Room.
- The City has the right to refuse rental/usage on any date, including major holidays.
- The City will not discriminate based on race, age, gender, religious belief, political affiliation or sexual orientation.
- The City has the right to refuse rental/usage requests that are beyond the capabilities of the building.
- Spaces may not be used for:
 - Private social functions
 - Activities involving the sale, advertising or promotion of products or services.
 - a return engagement by a group that has abused the facility in its earlier use or has violated any of the regulations set forth in this policy statement.
 - Any purpose, which in the opinion of the boards or their directors, may interfere with the normal operations of the building.

3. Rental Fees:

- Not-for-Profit **civic** organizations are not subject to a rental fee. If damage occurs or additional clean up is necessary, a fee will be assessed accordingly.
- Private parties and other groups will be charged according to the fee table.

Fee Table:

Group/Room	Resident Rental Cost	Non-Resident Rental Cost	Security Deposit
Fire Department Training Room	\$50	\$150	+\$150

4. Deposit Refund Conditions:

- ACCEPTABLE CLEAN UP as explained in the Clean up requirements
- FOLLOWING OF ALL GUIDELINES as explained in the Rental Procedure & Terms
- Your security deposit refund may be collected the week following your rental.
- A portion or all of your deposit may be retained for repairs, replacements, and extra clean up.
- If all or part of your deposit is retained, you will be notified as to the reason(s) why on the Post-Rental Inspection Form (Attached.)
- If damage, replacements, and/or extra clean up is valued at more than your deposit, you will be billed for the balance.



CITY OF CHIPPEWA FALLS FACILITY USAGE
- FIRE DEPARTMENT -



5. Damage/Replacement/Extra Clean up Charges

- If damage occurs while you are occupying the building, the person signing the Rental Agreement will be held responsible
- If cleaning is required after inspection of the room, necessary cleanup costs will be calculated at a rate of \$50 per hour per person required to clean the room.
- If full damage/clean up costs are not paid, the matter may be subject to legal action.

6. Cleaning

- You are responsible for following the clean up requirements.
- If excessive cleanup is required, you will be billed for the cost. Only street shoes will be allowed in the facility. No cleats, roller skates, inline skates, etc.

7. Building Security

The day of your scheduled event (or on Friday, if your event occurs over the weekend) you can pick up the rental keys. Once your event is completed, make sure all doors to the facility are locked and leave the keys in the designated location. Police will check on the building as part of their regular patrol route.

8. Alcohol & Smoking Policy

Smoking and the use of alcohol is strictly prohibited.

9. Youth Sponsors

- If you are holding a youth-oriented event, you are responsible for having an adequate number of sponsors (responsible adult chaperones) for the activity.
- One sponsor (responsible adult chaperone) for each ten youth participants is required.

10. Decorating

- No taping or pinning of any items to the walls or any fixture in the facility.
- If any damage is found in violation of the decorating policy, the responsible party will be required to pay for the assessed damage.

11. Clean-up Requirements

- Rental area(s) must be cleaned and left in the same or better condition in which it was found, or you will be subject to loss of part of your security deposit. All tables and chairs should be put back as they were found.

A) Garbage

- All garbage should be taken with you

B) Restrooms

- Flush all toilets
- Throw away any paper products left on counters or floors
- Clean counters, floors and toilets of any accidents, such as sickness

C.) Tables

- Tables and chairs should be put back in the order they were in when you arrived
- All surfaces should be wiped clean.



CITY OF CHIPPEWA FALLS FACILITY USAGE
- FIRE DEPARTMENT -



13. Liability Insurance. Renter must provide City with a copy of certificate of liability insurance naming City of Chippewa Falls as an additional insured (for a minimum of \$1,000,000.00). Certificate of insurance must be provided 10 days or more, prior to event date or agreement will be void.

12. The applicant agrees to indemnify, save and hold free and harmless, the City of Chippewa Falls, its officers, agents and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the City or its officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or to the rental, use and occupancy of the Chippewa Falls Municipal Buildings provided herein.

Failure to comply with one or more of the above guidelines could result in the loss of all or part of your security deposit and/or suspend you from renting/using the building in the future.

This policy is subject to further review and changes as deemed appropriate by the Building Usage Committee. Last updated on 09/13/2017.

I have read and agree to the above stated conditions and promise to comply with all policies related to the use of the City of Chippewa Falls Municipal Facility.

Signed: _____ Date: _____



**CITY OF CHIPPEWA FALLS FACILITY USAGE
- FIRE DEPARTMENT -
POST-RENTAL INSPECTION FORM**



To be completed by City of Chippewa Falls Personnel

INSTRUCTIONS:

1. Inspection should be done within three (3) days of rental date.
2. If there is a full or partial refund due to RENTER, check appropriate box and fill in information as indicated and specify reason(s) if no refund or partial refund. Use name and mailing address.
3. Sign and date where indicated.
4. Make two (2) copies.
5. Return both copies to Department Secretary for processing.

Name of person completing inspection _____

AUTHORIZATION: The City of Chippewa Falls representative has inspected the Municipal Facility premises on ____/____/____ (date format mm/dd/yyyy)

CLERK INSTRUCTIONS:

Retain for pickup for one (1) week following inspection. Provide one copy of this form to the responsible party, along with refund check. After one week, please send both items to the address indicated below. Retain the other copy for City records.

() Please issue deposit refund in the amount of \$_____.____ (Not to exceed \$150.00)
to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

() Do not issue a refund to the person or entity named above. File with rental payment records.

Your deposit was forfeited in whole or in part for the following reason(s):

Signed: _____ Date Submitted: _____



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- FIRE DEPARTMENT -



FACILITY RENTAL APPLICATION

Note: Contact to arrange pick up of keys prior to the event date.

Renter Information

Name of contact person: _____

Organization (if applicable): _____

Address: _____

Phone/Cell Number(s) _____

Fax Number (if applicable): _____

Email Address: _____

Event Information

Date(s) of Event: _____

Event Times:

Set-up _____

Event Time _____

Clean -up _____

Anticipated number of people: _____

Purpose of Event: _____

Summary of Event: _____

Rental includes use of small coat space and public restrooms

(NOTE: Capacity limit is 40 persons.)

Chief Officer Approving _____

Rental Fees:

Rental Charge (if applicable): _____

Refundable Security Deposit (if applicable): _____

TOTAL AMOUNT PAYABLE: _____

Rental fees and deposit must be paid prior to the event date.

Signature _____ **Date** _____